

**Town of Sunset Beach
Council
2012-2013 Budget Work Session
May 24, 2012**

Members Present: Mayor Richard Cerrato, Mayor Pro-Tem Lou DeVita, Councilman Mike Williams, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

Members absent: None

Staff Present: Gary Parker, Town Administrator; Mike Isenberg, Town Attorney; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Kevin Dempsey, Fire Chief; Richard Childres, Assistant Fire Chief; Lisa Massey, Police Chief; Sandy Wood, Building Inspections Department; and Lisa Anglin, Town Clerk.

Gary Parker requested Council add the adoption of Ordinance 130.15 Shading Device to this agenda in order for Beach Patrol to begin education/enforcement this weekend (Memorial); the Council agreed. Gary Parker requested Council add the Parking Study Project Cost and the Park Design Firm Cost to the agenda as both cost are known and action can be taken. The Council agreed to add both as discussion items but opted that the final decisions be made during the June 4, 2012 meeting. The Council also added Public Comments to the agenda.

Consideration of Adoption of Ordinance 130.15 Shading Devices

COUNCILWOMAN SCOTT MADE A MOTION TO ADOPT ORDINANCE 130.15 SHADING DEVICES AS WRITTEN. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

June 4, 2012 Agenda Items

The Council discussed items to be included on the June 4, 2012 Regular Meeting agenda: Determine Council position for Annexation issues; West Brunswick High School Internship Program; Public Viewing of Town Email System; Consideration of Parking Study Project and Cost; Consideration of Park Design Firm Cost, and an update on the Jaguar's Lair Tolling Agreement.

Public Comments

None

Consideration of Approval of the Tolling Agreement with Mark Saunders, Coastal Communities

Attorney Isenberg advised the Council that Attorney Meeker has reviewed and approved the Tolling Agreement and that it has been signed Mark Saunders of Coastal Communities and the Surety Company. Attorney Isenberg suggested that the Council appoint representatives to hold negotiations with Mark Saunders concerning the establishment of a timeline for the completion of the infrastructure in Jaguar's Lair.

COUNCILWOMAN JOSEPH MADE A MOTION TO APPROVE THE TOLLING AGREEMENT DATED MAY 1, 2012. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Approval of the Tolling Agreement with Mark Saunders, Coastal Communities (Cont.)

MAYOR PRO-TEM DEVITA MADE A MOTION TO APPOINT COUNCILMAN SHERRILL, COUNCILWOMAN JOSEPH, GARY PARKER, AND SANDY WOOD AS THE TOWN'S REPRESENTATIVES TO HOLD NEGOTIATIONS WITH MARK SAUNDERS CONCERNING THE ESTABLISHMENT OF A TIMELINE FOR THE COMPLETION OF THE INFRASTRUCTURE IN JAGUAR'S LAIR AND TO REPORT BACK TO COUNCIL. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Gary Parker and Sandy Wood will meet with Becky Nobles, Coastal Communities, to obtain as-built documents to establish what percentage of infrastructure remains to be installed and will report back to the Council.

Parking Study Cost Discussion

Gary Parker advised that the Parking Study cost is \$137,550. Gary Parker advised that this cost was achieved after deleting the ITS, mainland shuttle service, and Main Street speed study. Gary Parker also recommended deleting the roundabout feasibility at \$12,765; however, so many other aspects would have to be deleted to bring the cost down to approximately \$50,000 that the project might not be worthwhile at this time. After a brief discussion, the Council agreed that the cost was too high and added the final consideration for the Parking Study to the June 4, 2012 meeting agenda.

Park Design Firm Cost

Gary Parker advised that the quote received from Withers & Ravenel was \$35,855 but after negotiations the final cost was set at \$30,000 for the entire scope of work requested. The Council added the final consideration for the Park Design Firm to the June 4, 2012 meeting agenda.

The Council discussed the utility easement on the portion of Town park property that is currently being used for parking by Twin Lakes Restaurant. This parking use had been allowed by the prior owners of the park property. The Council agreed to send a letter to the Twin Lakes Restaurant owner acknowledging the parking use of the utility easement that is a part of the Town park property including a liability disclaimer and advising that the permission may be revoked by the Town with 30 days written notice.

Discussion Concerning the Brunswick County Sewer Project

Panel Boxes

The Council was informed by Staff that the County was installing the panel boxes for the sewer system near the street right-of-ways in the front yards of some residents. Staff advised that in the preliminary meetings held with County officials it was stated that the panel boxes would be adjacent to or beside the structure. The County is now installing the boxes on or adjacent to the house, and we will meet with the County to discuss moving the ones installed in other locations to or adjacent to the structures.

Mainland Vent Pipes

Sandy Wood informed the Council of an issue with the installation of the vent pipes for structures within a flood zone. Currently the Town ordinance states that the vent pipe must be attached to the structure. Since most homes have vented soffits in the roofs the building code does not allow for the vent pipe opening to be under the vented soffit, therefore, the pipe must be elbowed around the roof and extended two (2) feet above the roof line which is unsightly. The Council requested that Sandy Wood obtain a quote for cutting through the roof line to allow the vent pipe to go through the roof instead of elbowing around the roof. The Council discussed meeting with Brunswick County Commissioners, Marty Lawing,

Discussion Concerning the Brunswick County Sewer Project (Cont.)

Mainland Vent Pipes (Cont.)

County Manager and Jerry Pierce, County Public Utilities Director to review a punch list of incomplete items, to air our grievances and to seek solutions to these issues.

COUNCILMAN WILLIAMS MADE A MOTION TO APPOINT GARY PARKER, SANDY WOOD, COUNCILWOMAN SCOTT AND COUNCILMAN SHERRILL AS A COMMITTEE TO REPRESENT THE COUNCIL AT A MEETING WITH THE BRUNSWICK COUNTY COMMISSIONERS, COUNTY MANAGER, AND THE COUNTY PUBLIC UTILITIES DIRECTOR TO REVIEW THE PUNCH LIST, DISCUSS THE ISSUES WITH THE SEWER PROJECT, AND TO SEEK SOLUTIONS TO THESE ISSUES AND TO REPORT BACK TO COUNCIL. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Councilman Sherrill, Councilwoman Scott, and Sandy Wood will compile the punch list for the mainland and the island.

Take Home Vehicles

Councilwoman Scott requested that the Council obtain a legal opinion to determine if the Public Works Director and Chief Building Inspector take-home vehicles should be classified as a taxable fringe benefit.

COUNCILWOMAN JOSEPH MADE A MOTION TO RECESS FOR LUNCH. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

The Council recessed for one (1) hour.

COUNCILWOMAN JOSEPH MADE A MOTION TO RECONVENE THE WORK SESSION. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

2012/2013 Budget Review continued from May 15, 2012

Page 23 of 32 - Environmental Protection (4730)

Donna Rogers advised the Council that the Seaside Station/Shoreline Woods Community ponds maintenance quote to bring the two (2) ponds on Magnolia Drive up to par is \$1,740 and to then maintain all nine (9) Town ponds for one year is \$6,120 totaling \$7,860 for the first year. The Council accepted the quote and increased the expense budget for Environmental Protection (4730) by \$7,860.

Page 16 of 32 Inspections (4350)

The Council reached a consensus to hire a temporary building inspector instead of a planner. The salaries, taxes, and benefits line items will be increased to compensate for the new building inspector.

Salaries & Benefits Package Discussion

The Council reviewed and discussed the current benefits package for full-time employees. The Council discussed the annual premium increases and if the amount of that increase should be paid by the employees. The Council reached a consensus not to change the benefit package for the 2012/2013 budget. The Council reached a consensus to investigate the benefits package and determine what other municipalities are requiring of their employees and offering to their employees. The Council discussed the 3% COLA, 2.5% Merit and 1% longevity pay included in the 2012/2013 proposed budget.

2012/2013 Budget Review continued from May 15, 2012 (Cont.)

Salaries & Benefits Package Discussion (Cont.)

MAYOR PRO-TEM DEVITA MADE A MOTION TO INCLUDE A 2% COLA, A 2% MERIT, AND A 1% LONGEVITY BONUS IN THE 2012/2013 PROPOSED BUDGET. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE. MAYOR PRO-TEM DEVITA, COUNCILMAN SHERRILL, COUNCILWOMAN JOSEPH AND COUNCILMAN WILLIAMS VOTED YES. COUNCILWOMAN SCOTT VOTED NO. THE MOTION CARRIED BY MAJORITY VOTE.

General and Powell Bill Revenue Budget and Powell Bill Expense Budget

The Council reviewed and discussed the General Revenue Budget, the Powell Bill Revenue Budget, and the Powell Bill Expense Budget. No changes were made.

Miscellaneous Discussion

The Council discussed forming a committee to develop a plan to promote Sunset Beach. The Council reached a consensus to hold a reception in September for the Council to hear from area business leaders about forming a committee to develop a plan and come up with ideas to promote Sunset Beach, and to encourage the formation of a Sunset Beach Merchants Association. The Council discussed looking at property on the island to purchase for public parking. The Council requested Staff to perform a cost analysis for paving the island dirt streets versus maintaining the streets as dirt.

MAYOR PRO-TEM DEVITA MADE A MOTION TO ADJOURN THE MAY 24, 2012 BUDGET WORK SESSION. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Richard Cerrato, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The May 24, 2012 Budget Work Session #2 Minutes were approved July 2, 2012.